

**Mahube Community Council, Park Rapids, MN**



## Site Visit Summary

**Inspection Station Location Name:** Mahube Community Council, Inc.

**Street Address:** 120 N. Central Ave.

**City, State:** Park Rapids, MN 56470

**Phone:** 218-732-7204

**Email Contact:** Jennifer Booge mjbooge@unitelc.com

**Date Visited:** April 29-May 1, 2002

**Observation conducted by:** Janet Dewey-Kollen and Julie K. Prom

**Type of Agency/Organization:** Community Organization

**Type of service:** ☐ Fixed Site ☐ Mobile ☒ Both (3 fixed sites, 1 mobile)

**Inspections Completed Per Month:** 20+

**Annual Budget (including in-kind salaries and in-kind replacement seats):**

☐ \$0 - 5,000 ☐ \$5001 – 15,000 ☐ \$15,001 – 25,000 ☒ \$25,001 – 50,000 ☐ \$50,001 – 75,000

**Geographical Setting:** ☐ Urban ☐ Suburban ☒ Rural

### Program Setting:

Mahube Community Council (MCC) is a private, non-profit corporation that provides services for low income and elderly persons living in Mahnomen, Hubbard and Becker counties. This tri-county region is located in northwestern Minnesota, 250 miles from the Minneapolis-St. Paul metro area and 80 miles from Fargo, ND. The region covers approximately 3,000 square miles and has a population of 54,300.

### Populations Served:

Primarily made up of farming communities, the average household income in the tri-county area is \$27,800. MCC's tri-county service area has one of the highest poverty rates in the state of Minnesota.

In addition to the child passenger safety program, MCC offers the following services to families and individuals: Head Start, Early Head Start, Emergency Food and Shelter, Rental and Budget assistance, Energy Assistance, Child Care Resource and Referral, Family Loan Program, Transitional Shelter, Weatherization, Family Child Care, Tax Aid, Health Insurance Counseling, Self-Sufficiency resources, and the Retired and Senior Volunteer Program.

### **OPERATIONAL DETAILS:**

Mahube Community Council (MCC) began its inspection service through its Head Start program in September 1999. This site conducts approximately 20 inspections per month. The inspections are provided at no cost to Head Start families and the general public. Inspections are conducted year-round in a climate-controlled garage at the Detroit Lakes office. At the Park Rapids and Mahnomen offices inspections are held outside or in the local fire department garages. The mobile inspections are held once a month from May through October at various outlying community locations. Inspections are open to the general public and conducted free of charge.

Although MCC does not charge for its inspection service, it does have a prerequisite for using its inspection station services. Any one wanting their child's safety seat inspected must first attend a Parent Training. The Parent Training is a one and a half-hour presentation on the Minnesota CPS laws, choosing and using a CSS, recalls, and proper installation. A meal and childcare is provided at these trainings. Head Start teachers and staff encourage all families to attend these trainings.

At the completion of the training, participants sign up for an inspection appointment time. MCC strongly emphasizes that children must be present during the inspection appointment to ensure proper assessment of the child in the seat.

MCC also has a child safety seat distribution program for families who cannot afford a seat. These families must also attend the Parent Training and make an inspection appointment. All inspections require an appointment; drop-ins are only accommodated if it is deemed a crisis situation.

### **Service Delivery Schedule:**

**Fixed site, set days/hours, by appointment:** Schedules are set every August for the following year (September through August, except December). Parent Trainings are scheduled at the beginning of each month and inspection appointments are scheduled at the end of each month. To accommodate all family situations some trainings and inspections are scheduled during the day and some are scheduled during the evening on various days Monday through Friday. An occasional Saturday is also included.

**Mobile site, set days/hours, by appointment:** Like the fixed sites, schedules are set every August for the following year (May through October). Likewise, Parent Trainings are scheduled at the beginning of the month and inspection appointments are scheduled at the end of the month during the day and evening. MCC schedules about 4 mobile sites per year at various locations. Mobile sites are set up to accommodate those families living in the very rural areas of the tri-county region that make traveling to one of the fixed sites prohibitive.

**Tools and equipment used for inspections:** MCC's inspection station administrator transports plastic tote boxes from site to site in her personal vehicle (she receives a mileage-based reimbursement). The boxes contain up-to-date recall lists, CSS Manufacturer's Instructions, CSS registration forms, CSS Defect reporting forms, locking clips, belt-shortening clips, foam noodles, slip guard material, vinyl gloves, baby wipes, hemostats, pliers, screwdriver, tape (for noodles), rubber bands (to keep unused tether coiled), baggies (for removed harnesses), bungee cords (aid with vehicle belt threading), scale and height chart (for borderline kids), first aid kit, tether manuals, special needs information, listing of vehicles with possible shoulder belt retrofit kits available, and a banner. Replacement seats are stored at each of the three fixed sites. Additionally, each fixed site has a dedicated filing cabinet for inspection-related paperwork and educational handouts.

**Data Collection:** MCC uses a standardized "inspection checklist" developed and distributed by the State of Minnesota's Child Passenger Safety Program. Completed inspection forms are hand-tallied and filed. A database is used to track number of inspections completed and replacement seats distributed.

**Inspection process:** Families receive a reminder call the day before their scheduled inspection. Not only are they reminded about the appointment, but also are reminded to bring the safety seat instructions and vehicle owner's manual with them. Families are to have their own vehicle at the inspection or the vehicle the child rides in most frequently.

A typical inspection begins with the CPS Technician greeting the family and explaining the inspection process. The parent/caregiver is asked to complete a form containing information about the child (children) whose seat(s) is to be inspected. A liability waiver is also included in the form. Inspectors strongly emphasize that children must be present to determine whether the child (children) is in an age and size appropriate safety seat, and whether the child is buckled into the seat correctly. However, inspections are still done when a child is not present.

The inspector observes how the seat is installed upon arrival and makes recommendations as needed. Participants receive hands on instructions and are encouraged to install the seat themselves after demonstration. Inspectors encourage parents to come back to have the safety seat installations in other family vehicles inspected as well. Inspectors discuss with families future safety restraint needs for the child and discuss restraint use for other children in the family. Inspectors involve children as age appropriate mainly by reinforcing safety restraint use and by asking older kids to adjust buckles and straps as necessary. Inspectors distribute parent education materials, complete seat registration cards, and distribute promotional material as appropriate. Additionally, children receive a "goodie bag" with coloring sheets, a "sippy" cup and a Band-Aid holder.

**Replacement Seat Policy:** This station's policy is to replace seats free of charge or for a donation on a selective basis. All registered Head Start children who are in need of a safety seat receive one free of charge. Siblings of Head Start children and the general public pay a \$20 donation for each seat. Seats are only distributed if the child is present. Reasons for replacing a seat include older than 6 years, purchased at a secondhand store or garage sale, wrong size/type for the child, involved in a crash, or have gross safety recall issues.

Over 300 safety seats have been distributed since the beginning of this program. The number of replacement seats provided per month can range from a low of 10 to a high of 15. Approximately 65 percent of safety seat inspections result in a replacement seat being issued. Typically, 62 percent of seats replaced are forward-facing, harnessed seats (some convertibles, but mostly combination seats), 37 percent are belt-positioning booster seats and 1 percent are infant-only seats.

MCC also distributes new seats to families that do not have one. Through this service they distribute an additional 5 to 6 seats per month.

Funding for the replacement seats comes from local auto dealers, civic groups (Eagles and American Legion), and individual donations. Additionally MCC received seats from Ford's Boost America program (300 boosters) and continues to receive convertible seats through the Minnesota Department of Public Safety's safety seat distribution program (265 to date). Replacement seats are purchased at the local Wal-Mart; MCC receives a 10 percent discount. Seats are stored on-site in a storage building at the Detroit Lakes office and off-site at a rented storage unit for the Park Rapids Office. Seats are transported to the Mahnomen office and the mobile sites the day of the inspections.

All seats replaced during an inspection are destroyed.

This site only advertises the availability of free replacement seats to the Head Start families. Replacement seat availability is not mentioned in advertising to the general public.

**Liability Insurance:** MCC's program is covered under its general liability policy. The program administrator is a contract employee who elected to purchase additional personal liability insurance through AAA.

## **STAFFING**

This site has a total of 3 staff members that perform various functions as outlined below.

<b>Administrator</b> Instructor Senior Checker Inspector Paid Position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Direct Program Expense)  # at this site: 1 Contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Title:</b> Child Passenger Safety Consultant, Head Start Parent Training Instructor  <b>Training Required:</b> Public Relations skills, management and budgeting skills, Current AAA/NHTSA CPS Technician Instructor certification. At least one year of CPS experience.  <b>Time:</b> CPS Program requires 100% of a 20-hour week, 50-week year  <b>Duties:</b> Oversees entire CPS program including setting policies and procedures, training, inspections, recordkeeping, fundraising, publicity, community outreach, general public education activities, scheduling events, and data tracking.  Conducts Head Start CPS Parent Training sessions.  Oversees individual inspections done by other inspectors and ensures quality and accuracy.  Performs child safety seat inspections. Interacts with family at inspection, determines whether seat is installed correctly and whether seat is appropriate for child, remedies safety seat installation as needed and secures agreement with changes from senior checker, educates families/caregivers as to correct safety seat installation.
<b>Scheduler/Assistant</b> Paid Position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (In-kind Compensation)  # at this site: 1 Employee <input checked="" type="checkbox"/>	<b>Title:</b> Special Projects Coordinator  <b>Training Required:</b> At least 2-day MN CPS training certification. Public Relations skills, organizational Skills  <b>Time:</b> CPS Program requires 50% of 40-hour week, 40-week year  <b>Duties:</b> Schedules Parent Trainings and inspection appointments. Secures sites for Parent Trainings and ensures sites have all the necessary supplies and props. Conducts telephone intake, flyer distribution, and recordkeeping.  Records observations and comments during inspections and assists inspector as needed.

<b>Inspector</b> Paid Position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No # at this site: 1 (Direct Program Expense)  Contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Title:</b> CPS Technician or Technician Instructor  <b>Training Required:</b> Current AAA/NHTSA CPS Technician or Technician Instructor certification.  <b>Time:</b> Approximately 20 hours per year  <b>Duties:</b> When additional inspection station help is needed, performs child safety seat inspections. Interacts with family at inspection, determines whether seat is installed correctly and whether seat is appropriate for child, remedies safety seat installation as needed and secures agreement with changes from senior checker, educates families/caregivers as to correct safety seat installation.
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**Paid Staff:** One staff member is a salaried employee of MCC with the CPS program a part of the regular job responsibilities. The other two staff members work as contracted employees specifically for the CPS program.

**Use of Volunteers:** This site does not use volunteers for its inspection station. However, the program administrator does assist with two to three community inspection events by recruiting volunteers from in and out of the tri-county region.

**Staff Turnover:** This site has not had problems with turnover of staff.

**Staff Training and Continuing Education:** Initial training for inspectors is accomplished by completion of a 2-day Minnesota CPS course or the AAA/NHTSA Standardized CPS course. AAA certification is required for the inspectors that work at the fixed and mobile sites. At community clinics, where Senior Checkers are utilized, inspectors must have a 2-day Minnesota certification or the AAA certification. All Head Start staff is encouraged to take an annual 6-hour CPS course presented by the program administrator; any staff involved in transporting Head Start children is required to attend the course. Seventy-five percent of the entire Head Start staff have attended the course.

Continuing education is received through refresher courses, safety newsletters, conferences, and the Internet. Updates and other emerging issues are disseminated via memos and email. An updated recall list is distributed every time there is a new recall.

## **PROMOTIONAL AND OUTREACH ACTIVITY**

Various promotional activities are conducted to encourage the public to use the inspection station services.

**Give-away items (e.g. buttons, coloring books)** – The program uses give-aways as a "thank you for coming" gift and as a way to stimulate word of mouth. Children receive "sippy" cups, coloring books, and a Band-Aid holder.

**Brochures/Flyers** – The program distributes a flyer announcing the Parent Training and the availability of inspection appointments. This is distributed to Head Start families, Social Services agencies, schools and pre-schools, parent and grandparent groups, police agencies, fire departments and county health departments. Staff believes that 75% of their business is related to the distribution of these handouts promoting the inspection station services.

**Newspaper ads/PSAs/articles** – MCC's services are featured in local newspaper articles occasionally throughout the year. Periodically, an article about the program is featured in the Child Care Resource and Referral newsletter. Staff believes that 5% of their business is related to these articles.

**Radio and Television ads/PSAs** – MCC partnered with the local Minnesota State Patrol's Safety Education Officer to promote the program on the Officer's frequent radio appearances. Staff believes this accounts for 5% of their business.

**Community Events** – The MCC inspection station program staff participate in several community events that target families. Staff believes this accounts for 7% of their business.

**Word of Mouth** – The program staff believes that 7% of their business comes via word of mouth.

**"Specialized" activities** - The MCC program participated in Ford's Boost America program, with a focus on booster seat inspections and distributions.

**Targeted Promotional and Outreach Activity:** To further promote child passenger safety and raise awareness of the inspection station services, MCC partners with local school districts by setting up an exhibit promoting the inspection station service at the annual spring preschool screenings and "kindergarten roundup." The local school districts also include CPS awareness education and promotion of the inspection station through community education activities and ECFE (Early Childhood Family Education) classes. The health departments in all three counties also refer families from the WIC (Women, Infants, and Children) program and through the visiting nurse program.

**Key Promotional Partnerships:** The MCC inspection station staff believes that relationships with the Minnesota Department of Public Safety (MNDPS), the tri-county health departments, local school districts, and fire departments have been critical to the success of their program. Additionally, seats made available through MNDPS and Ford's Boost America program were critical to the program's success.

## **FUNDING AND BUDGET**

The estimated annual budget for program support and replacement seats is \$11,500. This amount includes the contract program administrator and relief inspector, but not employees paid in-kind by the MCC or in-kind safety seats received.

**In-Kind Services and Materials:** MCC provides in-kind support of approximately \$8,141 for the salaries and benefits of staff members listed above for the time they spend in inspection station related activities. The program administrator provides in-kind services of approximately 20 hours per week, 50 weeks per year above her compensated service, valued at \$10,000. These in-kind personnel contributions total \$18,141. Additionally, MCC and other agencies and organizations provide the following in kind services: office space, classroom space, storage, supplies, public relations support, administrative oversight, personnel support, transportation services, and safety seats.

**Funding:** Funds for the MCC Child Passenger Safety Program come from multiple sources including the U.S. Department of Health and Human Services (Head Start grant, Community Services Block Grant), MN Department of Public Safety (Safe Communities grant), local Eagles club, local Women of Today club, local auto dealers, and donations from individuals.

### **MCC Budget Overview**

<b>Expense</b>	<b>Amount</b>	<b>Subtotal</b>
<b>Program Support:</b> Printing, equipment, supplies, postage, training, storage, promotional materials, etc.	\$900	
<i>Subtotal</i>		\$900
<b>Seats:</b> 15 per year x \$40 per seat	\$600	
<i>Subtotal</i>		\$1500
<b>Personnel (Direct Program Expense):</b> Contractors' fee	\$10,000	
<i>Subtotal</i>		\$11,500
<b>In-kind Seats</b> Supplied: 175 per year x \$40 per seat	\$7,000	
<b>In-kind Personnel Costs</b>	\$18,141	
<b>Total</b>		<b>\$36,641</b>

## **DEVELOPMENT OF THE INSPECTION STATION**

In 1998, a Head Start parent, Jennifer Booge, heard about child safety seat inspections from a friend who lived in the Minneapolis-St. Paul metro area (Twin Cities). She later learned of an opportunity for CPS training in the Twin Cities and received funding from the Head Start Parent Training program to attend. Jennifer then shared what she learned at a Parent Training. This presentation sparked the interest of the Head Start staff and other parents. MCC sponsored its first 2-day Minnesota CPS training course in early 1999. Head Start staff and administrators were excited about the community response and sent Jennifer to a 4-day AAA/NHTSA Standardized CPS course. In September 1999, MCC officially began its inspection station at the Detroit Lakes office. Policies and procedures and a staff training curriculum were developed. After nearly the entire Head Start staff was trained, the staff asked for the CPS inspection station program to include a Parenting Training component. In 2000, MCC sponsored a 4-day course to build a base of local CPS Technicians.



The MCC executive director and Board of Directors believe that the safety of children is paramount. The CPS program ties in with MCC's mission of promoting self-reliance and serving the community. The CPS program has been great PR for the agency and MCC administrators and staff feel that many children's lives have been saved or injuries prevented. MCC administrators are committed to keeping the program in place regardless of funding even if only on a smaller scale.

The resources most helpful to MCC in the development of the inspection station were a very supportive MCC Executive Director and Board of Directors, the availability of Head Start funding for Parent Training, and the safety seats and print materials provided by MNDPS.

**The inspection station personnel cited the following challenges and solutions during the initial development and setting up of this inspection station.**

Challenge	Solution
Liability Issues	<ul style="list-style-type: none"> <li>• Provided data showing liability not an issue</li> <li>• MCC passed its insurance company's review of the CPS program; CPS activities are covered under MCC's general liability policy</li> <li>• MCC requires the parent to install the seat</li> </ul>
<p>Funding: how to allocate; limitations of grant stipulations; grant-required paperwork very confusing, time consuming</p> <p>MCC wants to be able to serve whole community. Head Start funds can only be used for Head Start families. Need for additional funding.</p>	<ul style="list-style-type: none"> <li>• Good collaboration among MCC programs key</li> <li>• Researched and found Community Service Block Grant can be used for CPS activities</li> <li>• Received Safe Communities grant for program</li> <li>• MCC accountant keeps track of budget; ensures individual grant stipulations are being followed</li> </ul>
Raising CPS awareness among Head Start staff; getting "buy-in" from staff	<ul style="list-style-type: none"> <li>• Set written policies for staff to follow when referring families to program and when staff is transporting Head Start Children</li> <li>• Developed 6-hour staff training; urged all staff to take training, required staff who transported Head Start children to take training</li> </ul>
Location: tri-county region very rural; many families have long distances to travel; Northern Minnesota's weather includes a long winter and a short summer.	<ul style="list-style-type: none"> <li>• Chose 3 locations as fixed sites; strategically located to be accessible to nearly the whole tri-county region</li> <li>• Developed a mobile service that travels to the outermost areas of the tri-county region</li> <li>• Ensured all sites at sheltered space during inclement weather. (Heated garage at Detroit Lakes office, Fire Stations in Park Rapids and Mahanomen)</li> </ul>
Raising community awareness of CPS and the need for inspections; getting families to attend Parent Trainings	<ul style="list-style-type: none"> <li>• Worked with local paper and radio station to report on CPS issues</li> <li>• Offer child care and a meal at the Parent Trainings</li> <li>• Educate service providers of families and enlist their support to refer families to program</li> </ul>

<b>Challenge</b>	<b>Solution</b>
Initially, replacement seats were not provided  MCC could no longer consciously send so many families away with dangerous or damaged safety seats, or no safety seat at all.	<ul style="list-style-type: none"> <li>• Wrote grant request to MNDPS to receive seats</li> <li>• Applied for Ford's Boost America program seats</li> <li>• Approached local retailers and service organizations for funds to buy seats</li> </ul>
Determining what to charge for replacement safety seats	<ul style="list-style-type: none"> <li>• Head Start children would not be charged</li> <li>• Initially charged others \$40 donation per seat; too difficult for families to afford; lowered cost to \$20 per seat</li> </ul>
Initially, Parent Trainings and Inspections were done as needed and by appointment; presentations done by a volunteer; too difficult to manage; paperwork overwhelming	<ul style="list-style-type: none"> <li>• Hired contract employee to administer program and conduct trainings and inspections</li> <li>• Allocated support staff to the program</li> <li>• Scheduled all the Parent Trainings and inspection appointments once a year for the entire following year</li> <li>• Allowed for some one-on-one training and inspections on a crisis basis</li> </ul>

### **ADMINISTRATIVE CHALLENGES AND SOLUTIONS**

**The inspection station personnel cited the following challenges and solutions involved in the on-going operation of this service.**

<b>Challenge</b>	<b>Solution</b>
Storage of safety seats in Park Rapids and Mahnomen sites	<ul style="list-style-type: none"> <li>• Rented a storage unit near Park Rapids site</li> <li>• Must transport seats to Mahnomen as needed at this time</li> </ul>
Decreased funding for seats; MNDPS granting less seats	<ul style="list-style-type: none"> <li>• Researching and writing more grants</li> <li>• Strictly following guidelines for requesting a donation for a replacement seat</li> </ul>
Shipping seats and materials to tri-county region costly due to rural status	<ul style="list-style-type: none"> <li>• Including a line item in the budget for shipping</li> </ul>
Rural area tends to be overlooked by state agencies; community needs not always represented	<ul style="list-style-type: none"> <li>• MCC staff stay involved at the state level; several serve on various state advisory boards</li> </ul>

**Significant Changes Made to the Inspection Station Since It Began:**

Administrative - Contracted with Jennifer Booge to administer program and conduct trainings and inspections

Location - Added 2 fixed sites and 1 mobile site

Funding - Continued to request funding for seats from various organizations and agencies

Personnel structure - Allocated Head Start support staff to assist with the program; contracted with another CPS Technician to help with inspections as needed

**Significant Changes to the Inspection Station Under Consideration or Imminent:**

Administrative - Considering some program component changes, specifically developing methods to keep children entertained and safe during inspections

Location - Hoping to improve sites' storage capacity; looking to make Park Rapids site more welcoming

Funding - Developing strategic fundraising plan for safety seats

Personnel structure - possibly having more staff take advanced training; more people to assist with inspection appointments

**Circumstances That Would Cause the Inspection Station to Terminate:**

Loss of state funding or other funding of safety seats for non-Head Start families would force MCC to only serve Head Start families.

Significant, relevant liability issue arising

**PROGRAM EVALUATION**

The MCC Child Safety Seat Inspection Station program is self-evaluated, based on the quantity and quality of inspections, customer follow-up and patterns of misuse. Evaluation activities include review of inspection forms, observation of staff during inspections, and, for Head Start families, contact and referral forms are kept in the school records of each child that receives services. Follow-up to Head Start families occurs periodically to determine if correct use lessons learned were retained. MCC is planning to develop a customer satisfaction survey.

### **ADDITIONAL COMMENTS AND RECOMMENDATIONS FROM SITE FOR OTHERS**

**What are the most FREQUENT reasons people give you for using your service?**

The service is convenient; opportunity to receive new seat, childcare and meal.

**Have you identified reasons why more people in your target DO NOT utilize your service?**

Lack of CPS awareness-don't think they need the service, feel it's not a priority, conflicts with work schedule.

**If you had the chance to start over again, is there anything you would do differently? If yes, explain:**

Set guidelines early and follow them.

**What would you recommend to other organizations starting an inspection station as the most important things to do?** Get "buy-in" from top administrators, think the process through--take baby steps; complete a community assessment to determine needs of families and where and how to meet them; use contract employee(s) as opposed to full-time salaried staff--saves money, allows flexibility; use only inspectors who have at least 16 hours of CPS training and are current on CPS issues; have a core group fully trained; work with state highway safety office; build local and state partnerships.

**What would you recommend to other organizations starting an inspection station as the most important things to avoid?** Don't start too big--be realistic; carefully select inspection locations--avoid conflict with other program schedules and having to share the same space; don't let untrained personnel provide any CPS information.

### **CHILD SAFETY SEAT MISUSE TRENDS**

**Overall, the top three misuses observed by this inspection station are:** safety belt NOT holding seat tightly, safety seat harness loose on child, and safety seat too old.

**The most common infant seat misuse observed is:** infant too heavy for infant seat.

**The most common convertible or forward-facing only seat with harness misuse observed is:** harness in the wrong slots.

**The most common booster seat misuse observed is:** safety belt loose.

**The most common safety belt misuse observed is:** child too small/young for adult safety belt.

**Mahube Community Council, Inc.  
Sample Materials**

**MAHUBE COMMUNITY COUNCIL  
HEAD START  
CAR SEAT SAFETY PROGRAM PLAN**

**GOAL:** Provide car seat safety education to families and offer car seat replacement if necessary.

**FUNDING:**

The Car seat Safety program receives grants and donations to purchase car seats for distribution at clinics. The program is a revolving one. To continue the program, we ask for a donation that is used to purchase more car seats. A donation will not be asked for an enrolled Head Start child for a car seat, but a \$20.00 donation per car seat will be asked for each sibling who needs a car seat. If a non Head Start family completes the training (example- an ECFE family), they attend the clinic and they need a new car seat, we will ask for a ~~\$20.00~~ donation per car seat, (the donation may be paid for by the family or the program they are involved with).

**DEFINITIONS:**

**Parent Training:** Car Seat Safety education provided by the Car Seat Safety Consultant as a topic for Parent Meetings. Parents learn about the law, car seat recalls, which car seat would best meet their child's needs and the need for proper installation of the car seat.

**Parent Clinics:** Families that have completed the Car Seat Safety education training at a Parent Meeting can sign up for the Car Seat Safety clinic. **Attendance at the car seat clinic is required to obtain a car seat.** Appointments are set up for one-half hour per child. **Children must be present with their car seat.** The technician will access the car seat and checks for proper installation, check the recall list and make a recommendation, if necessary for the car seat to be replaced. Car Seat will only be issued at clinics, by technician, no seats will be issued by Head Start staff.

**GUIDELINES:**

1. All parents will have the opportunity to attend Car seat Training through parent meetings.
2. All parents will have the opportunity to attend a clinic to have their seats evaluated.
3. *Only those parents* who have attended a Car Seat Training will be able to sign up for the clinics.
4. A Head Start *enrolled child* may receive a car seat at no cost if the parent has completed the training and the car seat safety technician finds they need a new car seat at the clinic. Car seats for sibling of a Head Start enrolled child will be eligible to receive a car seat for a donation of \$20.00. No seats will be issued to extended family members or daycare children.

5. Children *must be present at clinics*. Parents should expect to spend a half-hour per child, per car seat at the clinic. **NO** car seat will be given out to a child not present at the clinic. Parents will be expected to have their own vehicle at clinics.
6. Trainings and clinics will be held in each county. Centers, Home based options and Family Child care will be asked to join together for Car Seat Safety trainings. Combining parent Meetings is necessary to accommodate the schedule of the trainer.
7. Program staff will track who receives a car seat, the number and type of car seats distributed to families, This information is necessary for our accountability, grant reporting, and outcome measures.

# MINNESOTA CHILD PASSENGER SAFETY CHECK UP FORM



Clinic Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Parent/Guardians name \_\_\_\_\_

Child's name \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_ lbs Height \_\_\_\_\_ in

Address \_\_\_\_\_ Child Present? (Y) (N)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Make of Vehicle \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

I understand that the sole purpose of this check up form is to help reduce the incidence of improper installation and use of child safety seats. That this inspection is being provided as a free service to me. I further understand that this program cannot fully evaluate the quality, safety, or condition of my child safety seat or any component of my vehicle, including the seats or safety belts and that this program cannot guarantee of my child's safety in a vehicle collision. However, I understand that a properly used child safety seat can reduce fatal injury by 71% and that it is important to read both my vehicle and safety seat instruction manuals.

**Signature**

**Date**

Mark an **X** where the seat was found  
 Mark an **M** if / where it was moved  
 Mark an **A** where an airbag is present

D			

D represents driver

## Safety Belt, Tether and LATCH Information

Safety Belt: ☐ Lap ☐ Lap/Shoulder ☐ Other, explain: \_\_\_\_\_

Retractor: ☐ ELR ☐ ALR ☐ Switchable: Locked? (Y) (N) NONE Other, explain: \_\_\_\_\_

Latch plate: ☐ Locking ☐ Free sliding ☐ Fixed/sewn ☐ Switchable Locked? (Y) (N) Other, explain: \_\_\_\_\_

Locking Clip necessary: (Y) (N) Used (Y) (N) Correctly? (Y) (N) If No, explain: \_\_\_\_\_

Top Tether used (Y) (N) Correctly? (Y) (N) If No, explain: \_\_\_\_\_

Lower Anchorage used? (Y) (N) Correctly? (Y) (N) If No, explain: \_\_\_\_\_

Original owner? (Y) (N) (UNK)	<input type="checkbox"/> New Seat provided
Seat involved in a crash? (Y) (N) (UNK)	Manufacturer _____
Meets FMVSS 213? (Y) (N) (UNK)	Model Name _____
Recall/safety notice issued? (Y) (N) (UNK)	Model # _____
Has recall been repaired? (Y) (N) (UNK)	Date of Manufacture _____
Registration card sent in? (Y) (N) (UNK)	Registration card completed and mailed in by: <input type="checkbox"/> Clinic host <input type="checkbox"/> Parent
Address current? (Y) (N) (UNK)	<input type="checkbox"/> Information Missing



<p><b>REAR FACING SEAT</b>  <input type="checkbox"/> SEAT ARRIVED UNINSTALLED  <input type="checkbox"/> CONVERTIBLE</p> <p>(Y) (N) (N/A) Seat appropriate for child's ht/wt?          (Y) (N) (N/A) Seat appropriate for child's age?          (Y) (N) (N/A) Seat rear facing?          (Y) (N) (N/A) Seat in proper location (Not in front of air bag, or arm rest, advise parents of options)          (Y) (N) (N/A) Seat reclined at no more than a 45 degree angle?          (Y) (N) (N/A) Infants head does not flop forward?          (Y) (N) (N/A) Handle in down position?          (Y) (N) (N/A) Harness in proper slots? (At or below shoulder level)          (Y) (N) (N/A) Harness adjusted for a snug fit (one finger test)          (Y) (N) (N/A) Harness retainer clip attached?          (Y) (N) (N/A) Retainer clip threaded correctly?          (Y) (N) (N/A) Retainer clip at arm pit level?          (Y) (N) (N/A) Buckle latched securely?          (Y) (N) (N/A) Crotch strap between legs?          (Y) (N) (N/A) Safety belt routed properly?          (Y) (N) (N/A) Safety belt holding seat tightly (one inch test)          (Y) (N) (N/A) Harness attached and threaded correctly</p>	<p><b>BOOSTER SEAT</b>  <input type="checkbox"/> SEAT ARRIVED UNINSTALLED  <input type="checkbox"/> BACKLESS <input type="checkbox"/> HIGH BACK</p> <p>(Y) (N) (N/A) Seat appropriate for child's ht/wt?          (Y) (N) (N/A) Seat appropriate for child's age?          (Y) (N) (N/A) Child sitting up straight, not slouching?          (Y) (N) (N/A) Lap belt stays low and snug on hips?          (Y) (N) (N/A) Lap/shoulder belt correctly positioned?</p>	<p><b>Discussion items</b></p> <p><input type="checkbox"/> Bulky clothing  <input type="checkbox"/> After market products  <input type="checkbox"/> Hazards inside vehicle  <input type="checkbox"/> Turn around time  <input type="checkbox"/> Arm rest  <input type="checkbox"/> Next step education</p>
<p><b>SHIELD BOOSTER SEAT</b>  <input type="checkbox"/> SEAT ARRIVED UNINSTALLED</p> <p>(Y) (N) (N/A) Seat appropriate for child's ht/wt?          (Y) (N) (N/A) Seat appropriate for child's age?          (Y) (N) (N/A) Seat appropriate for location? (Lap belts only)          (Y) (N) (N/A) Safety belt routed properly?          (Y) (N) (N/A) Safety belt holding seat tightly? (one inch test)</p>	<p><b>MATERIALS GIVEN:</b></p> <p><input type="checkbox"/> Printed Materials  <input type="checkbox"/> Locking clip  <input type="checkbox"/> Belt shortening clip  <input type="checkbox"/> Slip guard materials  <input type="checkbox"/> Vehicle mfr. phone  <input type="checkbox"/> Noodle/towel/newspaper  <input type="checkbox"/> CSS mfr. phone  <input type="checkbox"/> Coupon/voucher for seat</p>	<p><b>Materials given:</b></p> <p><input type="checkbox"/> Printed Materials  <input type="checkbox"/> Locking clip  <input type="checkbox"/> Belt shortening clip  <input type="checkbox"/> Slip guard materials  <input type="checkbox"/> Vehicle mfr. phone  <input type="checkbox"/> Noodle/towel/newspaper  <input type="checkbox"/> CSS mfr. phone  <input type="checkbox"/> Coupon/voucher for seat</p>
<p><b>FORWARD FACING SEAT</b>  <input type="checkbox"/> SEAT ARRIVED UNINSTALLED</p> <p>CONVERTIBLE: <input type="checkbox"/> T Shield <input type="checkbox"/> 5 PT Harness <input type="checkbox"/> Tray Shield <input type="checkbox"/> INTEGRATED <input type="checkbox"/> COMBINATION</p> <p>(Y) (N) (N/A) Seat appropriate for child's ht/wt?          (Y) (N) (N/A) Seat appropriate for child's age?          (Y) (N) (N/A) Seat forward facing?          (Y) (N) (N/A) Seat in most upright position?          (Y) (N) (N/A) Seat in proper location (Not in front of air bag. Advise parents of options)          (Y) (N) (N/A) Harness straps through top slot for convertible seats (unless mfr. states otherwise)?          (Y) (N) (N/A) Harness adjusted for a snug fit (one finger test)          (Y) (N) (N/A) Harness retainer clip attached?          (Y) (N) (N/A) Retainer clip threaded correctly?          (Y) (N) (N/A) Retainer clip at arm pit level?          (Y) (N) (N/A) Buckle latched securely?          (Y) (N) (N/A) Crotch strap between legs?          (Y) (N) (N/A) 5-Point harness: lap portion of straps low on hips?          (Y) (N) (N/A) Safety belt routed properly?          (Y) (N) (N/A) Safety belt holding seat tightly (one inch test)          (Y) (N) (N/A) Harness attached and threaded correctly</p>	<p><b>OTHER CHILD RESTRAINT</b>  <input type="checkbox"/> SEAT ARRIVED UNINSTALLED</p> <p>(Y) (N) (N/A) Child within recommended ht/wt range          (Y) (N) (N/A) Restraint used according to manufacturer's instructions</p> <p><b>SAFETY BELT</b></p> <p>(Y) (N) (N/A) Appropriate for child's ht/wt?          (Y) (N) (N/A) Child sitting up straight, not slouching?          (Y) (N) (N/A) Lap belt stays low and snug on hips?          (Y) (N) (N/A) Lap/shoulder belt correctly positioned?          (Y) (N) (N/A) If no, where has shoulder belt been placed? behind back, under arm, Other, explain:</p> <p><b>Comments:</b></p> <p>Checker: <input type="text"/> Recorder: <input type="text"/></p> <p>Senior Checker Sign off: <input type="text"/></p>	<p>(Y) (N) Participant installed seat and secured child in seat If No: explain:</p> <p><input type="checkbox"/> Installation and correct use instructions given</p>

Recipient Release Form

Parent's Name \_\_\_\_\_ Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Recipient**    **Staff**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | I have been instructed and can demonstrate how to properly secure my child in the car seat according to manufacturers instructions.   |
| _____ | _____ | I have been instructed on proper installation and can demonstrate this in the vehicle I am currently using.   |
| _____ | _____ | I understand the importance of using this restraint correctly every ride and understand that if I do not use the restraint according to manufacturers instruction, my child could be injured. |
| _____ | _____ | I have received all necessary items for use with this child restraint, including manufacturers instructions.  |
| _____ | _____ | I understand that if this restraint should ever be involved in a crash, regardless of severity, I will not use it again and will replace it with a new one.                                   |
| _____ | _____ | I agree not to bring any claim against this organization or any member there of for damages resulting from the use of this seat.  |

***I understand and agree that the sole purpose of this service is to reduce the incidence of improper installation and use of child restraints; that this inspection is being provided free of charge. I further understand that this inspection cannot fully evaluate the quality, safety or condition of my child safety seat or any component of my vehicle, including the seats or safety belts and that this program cannot guarantee my child's safety in a vehicle collision. However, I understand that a properly used restraint can reduce fatal injury by 71% and that it is important to read both the vehicle and safety seat instruction manuals.***

**Recipient Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Car Seat information

MANUFACTURER: \_\_\_\_\_ MODEL NAME: \_\_\_\_\_

MODEL # \_\_\_\_\_ DATE OF MANUFACTURE: \_\_\_\_\_

**MAHUBE HEAD START  
CAR SEAT SAFETY PROGRAM**

**Staff,**

**Parent Training on Car Seat Safety has been scheduled for you. Please meet with your Family Service Worker and make any additional plans. You will be asked to make arrangements for child care, room reservations, flyers to parents and any food that you want to serve. Please work with others included in your training, joint trainings are necessary to fit trainers schedule. If you have any questions, please talk with Marcia or Kathie.**

**PARENT TRAININGS AND CLINICS**

**OCTOBER 2001**

**Parent Meeting**

Oct, 9<sup>th</sup> Tuesday 12-1:00 PM

**Tech Pre-School, Toddler I & II**

Location: Detroit Lakes Vo-tech

**Parent Meeting**

Oct 11<sup>th</sup> Thursday 9:30-11:00 AM

**Audubon/Lake Park Center & Home Base**

Audubon School

**Parent Meeting**

Oct 16<sup>th</sup> Tuesday 5:00 - 7:00 PM

**Michele, Robin(DL Centers) and DL Combo**

Location: Detroit Lakes Mahube Office

**Clinics** :for parent trainings held in Oct.

October 23,24,25

Detroit Lakes Office

9:00-3:00 PM

**NOVEMBER 2001**

**Parent Meeting**

Nov 6<sup>th</sup> Tuesday 5:00 - 7:00 PM

**DL EIC, Partners/Parenting, DL Family Childcare**

Location: Detroit Lakes Mahube Office

**Parent Meeting**

Nov 8<sup>th</sup> Thursday 5:00 - 7:00 PM

**Frazee Center, Frazee Homebase,**

**Frazee Family Childcare, DL/Frazee Homebase**

Location: Frazee school

**Clinics:** for parent trainings held in Nov  
November 13,14,15  
Detroit Lakes Office  
9:00-3:00 PM

**FEBRUARY 2002**

**Parent Meeting**  
Feb 5<sup>th</sup> Tuesday 9:30 - 11:00 AM  
**Akeley- Nevis Homebase**  
Location: Nevis Early Learning Center

**Parent Meeting**  
Feb 7<sup>th</sup> Thursday 9:30-11:00 AM  
**Laporte Homebase**  
Location: Laporte ECFE Room

**Clinics:** for parent trainings held in Feb  
Feb 20 &21  
Park Rapids Office  
9:00-3:00 PM

**MARCH 2002**

**Parent Meeting/Clinic**  
March 1<sup>st</sup> Friday 9:00-1:00 PM  
**Mahnomen Center & Mahnomen FCC**  
Location: Mahnomen Mahube Office

**Parent Meeting**  
March 7<sup>th</sup> Thursday 5:00 -7:00 PM  
**Park Rapids Center, LDC Combo**  
**Park Rapids Homebase**  
**Preg Moms Homebase**  
**Park Rapids FCC**  
Location: Park Rapids Mahube Office

**Clinics :**for parent trainings held in March  
March 21 & 22 9:00 - 3:00  
Park Rapids Office



# Car Seat Safety Training

Tuesday, October 16th from 5:00-7:00PM.

Jennifer Booge will present valuable information regarding proper installation and use of car seats. She will answer questions and address any concerns parents may have. Supper and child care will be provided.

\*\*\*Parents who attend the training may also sign up for the Car Seat Clinic on October 23, 24, or 25. Car seats will be inspected for proper installation, manufacturer recalls, defects, damage, and appropriate fit for your child. If your car seat needs to be replaced, car seats are available free of charge for the enrolled Head Start Child, and for a minimal donation for siblings.

~~~~~  
Family Name \_\_\_\_\_  
Yes/No we can come \_\_\_\_\_  
Number of Adults \_\_\_\_\_  
Number of Children \_\_\_\_\_  
Transportation to Head Start? \_\_\_\_\_

